

**TENNESSEE DEPARTMENT OF HEALTH
CONTRACT PROCESSING WORKSHEET**

A. PRE-CONTRACT INFORMATION

Prior Contract # _____

Today's
Date _____

Prior RFS# _____

TYPE OF CONTRACT: RENEWAL ☐ AMENDMENT ☐ NEW ☐ REVENUE ☐ OTHER ☐

BUREAU SUBMITTING CONTRACT _____ PROGRAM AREA _____

BUREAU CONTACT PERSON _____ PROGRAM CONTACT PERSON _____

CONTRACTOR _____ FED. I.D.# _____

AUTHORIZED SIGNER'S NAME & TITLE _____

STREET ADDRESS _____

CITY/STATE/ZIP _____ Phone # _____

BRIEF DESCRIPTION OF CONTRACT ACTIVITY _____

SERVICE AREA/COUNTY CODE _____ SENATE DISTRICT _____ HOUSE DISTRICT _____

CONTRACT TERM FROM: _____ TO: _____

	TOTAL CONTRACT AMOUNT	CURRENT YEAR AMOUNT	PRIOR AMOUNT	AMOUNT OF DIFFERENCE	BUREAU Fiscal Services Section
CONTRACT AMOUNT					Intent Received
PERSONNEL EXPENSES					
TOTAL STATE FUNDING					Intent Meeting
TOTAL FEDERAL FUNDING					
TYPE:					Contract to Vendor
TYPE:					
TYPE:					Vendor to Bureau
TOTAL OTHER FUNDING					
TYPE:					Bureau to C.O.
TYPE:					
Allot. Code & CC					For Multiple AC/CC
Number of Positions				343. - \$	
Justification for increases in Personnel Expenses and for additional positions:				343. - \$	
				343. - \$	
				343. - \$	
				343. - \$	

	YES	NO	
Attached?			Vendor Registered with SPRS
Attached?			Justification for Variances to Contract Listing
Attached?			Variances in Authority Clauses from previous contract.
Attached?			Variances in Scope of Service from previous contract.
Attached?			Special Program language required.

HSA Section/Region Approval

B. PRE-CONTRACT MEETINGS AND APPROVALS

BUREAU BUDGET OFFICE _____

BUREAU C.O. _____

DEPT. C.O. _____

DEPT. BUDGET OFFICE _____

LEGAL REVIEW _____

C. CONTRACT CERTIFICATIONS

The Bureau of _____ certifies as follows:

YES	N/A

1. Attached contract/grant/amendment has been prepared and any requested changes have been made in accordance with the pre-contract meeting held on _____.
2. Attached contract has minor changes, as noted, and Bureau has approved.
3. Contract budget (including all necessary details and attachments) and/or payment terms are accurate.
4. Funding is available.
5. The Contract, including budget, is identical to prior year contract except for contract term.

BUREAU DIRECTOR _____